



COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF

Annex P

Name of Administrative Staff: **FLORANTE G. DIDAL**

Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
1. Numerical Rating per IPCR	4.90	70%	3.43
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.82	30%	1.446
TOTAL NUMERICAL RATING			4.876

TOTAL NUMERICAL RATING: 4.876
Add: Additional Approved Points, if any: _____
TOTAL NUMERICAL RATING: _____

FINAL NUMERICAL RATING 4.876

ADJECTIVAL RATING: Outstanding

Prepared by:

FLORANTE G. DIDAL
Name of Staff

Reviewed by:

HONEY SOFIA V. COLIS
Department/Office Head

Recommending Approval:

HONEY SOFIA V. COLIS
Dean/Director

Approved:

ELWIN JAY V. YU
Vice President



INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, **Florante G. Didal**, In charge of **Payroll and Leave Benefits Office** commits to deliver and agree to be rated on the attainment of the following targets in accordance with the indicated measures for the period January-June 2024


FLORANTE G. DIDAL 9/16/24
 Ratee

Approved:


HONEY SOFIA V. COLIS
 Head of Unit 9/16/2024

GASSs/PAPs	Success Indicators	Tasks Assigned	Target (Jan-Dec 2024)	Actual Accomp (Jan-Jun 2024)	Rating				Remarks
					Q ¹	E ²	T ³	A ⁴	
UMFO 5: Support to Operations (STO)									
VPAF STO 1: ISO-9001:2015 aligned documents									
HRMO STO 1: ISO-9001:2015 aligned documents and PRIME-HRM aligned documents									
PLBO STO 1: ISO-9001:2015 aligned documents and PRIME-HRM aligned documents									
	PI 1. Number of quality procedures prepared/maintained/implemented	Prepare quality procedures for processing of payroll and eDATS system process	1						To be fully accomplished in the 2nd half
	PI 2. Number of operations manuals/policies prepared and submitted	Enhancement of Edats user manual	1						To be fully accomplished in the 2nd half
VPAF STO2: Freedom of Information (FOI) aligned compliance and reporting requirements									
HRMO STO2: Freedom of Information (FOI) aligned compliance and reporting requirements									
	PI 4. Percentage of request acted	Release or provide access to records/information if request is approved by FOI Officer.	100%	100%	5	5	5	5.00	
VPAF STO3: ARTA aligned compliance and reporting requirements									
HRMO STO3: ARTA aligned compliance and reporting requirements									
	PI 5. Percentage of external clients served and rated the service at least very satisfactory or higher	Act and process all requests within the specified time frame.	100%	100%	5	5	5	5.00	
VPAF STO 4: Innovations & Best Practices									
HRMO STO 4: Innovations & Best Practices									

GASSs/PAPs	Success Indicators	Tasks Assigned	Target (Jan-Dec 2024)	Actual Accomplishment (Jan-Jun 2024)	Rating				Remarks
					Q ¹	E ²	T ³	A ⁴	
	PI 1. Number of HR Information Systems continually improved and implemented	Collaborate with ICTMC-MIS to promptly resolve any issues found in the HRIS-eDATS system and HRIS-Payroll system for its continuous improvement.	2	2	5	5	4	4.67	
	PI 2. Percentage operationalization of HRMIS on Payroll	HRIS-eDATS administrator and In-Charge of Payroll Preparation	100%	100%	5	5	4	4.67	
UMFO 6: General Administrative and Support Services (GASS)									
VPAF GASS 1: Administrative and Support Services Management									
HRMO GASS 1: Administrative and Support Services Management									
	PI 1. Percentage of administrative services and financial/ administrative documents acted within time frame	Review and countersigns Certifications, Payrolls and Vouchers	100%	100%	5	5	5	5.00	
	PI 2. Number of linkages with external agencies maintained	Maintains Linkages with external agencies.	1	1-GSIS	5	5	5	5.00	
	PI 3. Number of offices and units directly supervised, monitored and coordinated	In-charge of Payroll and Leave Benefits Office	1	1	4	4	5	4.33	
	PI 4. Number of major university committees assignment served	Membership to the Loyalty Awards Program Committee	1	1	5	5	5	5.00	
	PI 5. Efficient & customer-friendly frontline service	Attends to queries and consultation on personnel matters	Zero Complaint	Zero Complaint	5	4	4	4.33	
HRMO GASS 2.3: Efficient and effective implementation of the University Performance Management and Rewards and Recognition Systems and Processes.									
	PI 9. Number of employees given loyalty award	Identifies and prepares masterlist of Qualified Employee for Loyalty Award	70						To be fully accomplished in the 2nd half
	PI 10. Percentage of employees identified as top ranking and given step increment based on merit	Computes amount of salary differential to implement step increment based on merit	5%						To be accomplished in the 2nd half
HRMO GASS 2: Efficient and effective Human Resource Management and Development									


GASSs/PAPs	Success Indicators	Tasks Assigned	Target (Jan-Dec 2024)	Actual Accomp (Jan-Jun 2024)	Rating				Remarks
					Q ¹	E ²	T ³	A ⁴	
HRMO GASS 2.4: Efficient and effective Implementation of the Payroll and Leave Benefits systems and processes									
OHPLB GASS 3: Efficient and Effective implementation of the Payroll and Leave Benefits systems, policies, Processes and practices									
	PI 1. Percentage updating of employee leave records and balances in the HRIS	Facilitate in the updating leave cards and encodes leave balance in the HRIS	92%	80%	5	5	4	4.67	To be fully accomplished in the 2nd half
	PI 2. Percentage of approved requests for grant of service credits with complete supporting papers processed and encoded in the eDATS	Facilitate in the encoding of the number of service credits granted to the individual records in the HRIS (Edats)	100% with approved request.	100% with approved request.	5	5	5	5.00	
	PI 3. Percentage of approved request/recommendation for faculty on their leave status for the semester encoded in the eDATS for proper adjustment of leave status in the system	Facilitate in the updating of leave status of faculty with approved recommendations to their individual records in the HRIS	100% of leave status of faculty with approved recommendations updated to their individual records in the HRIS	100%	5	5	5	5.00	
		Checks/verify attachments and Computes DTRs of part-time instructors for payroll preparation	100% of submitted DTRs	100%	5	5	5	5.00	
		Receive and file Report of Maximum Contact Hours,DTRs and Contracts of part-time instructors	70-Contact hours 70-Contracts, 700-DTRs	91-Contact hours 91-Contracts, 455-DTRs	5	5	5	5.00	
	PI 4. Number of Notice of Step Increment (NOSI) and Notice of Salary Adjustment (NOSA) prepared and released	Prepares Notice of Step Increment (NOSI)	NOSI=100 NOSA=721	NOSI=31 NOSA=922	5	5	4	4.67	To be fully accomplished in the 2nd half
	PI 5. Number of request for approval in the HRIS (eDATS) acted.	Approves/Comfirms requests for Time Log Appeal, Leave Application, Official Business Travel, Work Schedule and Overtime	5,000 requests for Time Log Appeal, Leave Application, Official Business Travel, Work Schedule and Overtime	21,600 requests Log Appeal= 12,288, Leave = 4,703, Travel = 2,367 Work Schedule = 2,242	5	5	5	5.00	

GASSs/PAPs	Success Indicators	Tasks Assigned	Target (Jan-Dec 2024)	Actual Accompl (Jan-Jun 2024)	Rating				Remarks
					Q ¹	E ²	T ³	A ⁴	
	PI 6. Percentage processing of applications for loan with GSIS as alternate AAO	Approves/Certifies GSIS loan application in the AAO system	100% processing of applications for loan with GSIS as alternate AAO	100%	5	5	4	4.67	
	PI 7. Number of semi-monthly payroll and LDDAP for all regular, casual and contractual employees and PCC employees prepared and processed within prescribed period	Prepares and processes payroll for Salaries of all regular employees	24 semi-monthly payroll and LDDAP for all regular employees prepared and processed within prescribed period	12	5	5	5	5.00	To be fully accomplished in the 2nd half
		Update/Encode names, monthly deductions and other benefits of Regular Staff and Newly Hired employees in the payroll systems database	7,500 personnel records updated in the payroll systems database	3,804 personnel records updated in the payroll systems database	5	5	5	5.00	To be fully accomplished in the 2nd half
		Checks/Review and countersigns payroll for Salaries of all regular PCC employees	24 semi-monthly payroll for all PCC regular employees.	12	5	5	5	5.00	To be fully accomplished in the 2nd half
	PI 8. Number of monthly payroll for stipend VSU Scholars prepared and processed within the prescribed period	Checks/Review and countersigns monthly payroll for Stipend of scholars.	12 monthly payroll for Stipend of VSU Scholars prepared for processing within the prescribed period	7	5	5	5	5.00	To be fully accomplished in the 2nd half
	PI 9. Number of special payroll prepared for regular and casual employees.	Prepares special payroll for year-end bonus, CNA, loyalty bonus, PEI, SRI, Overload Pay	150 special payroll for clothing allowance, mid year bonus, loyalty bonus, year-end bonus and cash gift, CNA, and PEI.	Clothing=3 Mid-Year=10 Overload=4 Tuition and Other School fees=62	5	5	5	5.00	To be fully accomplished in the 2nd half

GASSs/PAPs	Success Indicators	Tasks Assigned	Target (Jan-Dec 2024)	Actual Accomp (Jan-Jun 2024)	Rating				Remarks
					Q ¹	E ²	T ³	A ⁴	
		Checks/Review and countersigns special payroll for Clothing allowance, Overload pay, Monetization, Terminal pay	50 special payroll for other Benefits	Monetization=8 Overload pay=13 Terminal Pay=11 Clothing=11	5	5	5	5.00	To be fully accomplished in the 2nd half
		Checks and countersigns special payroll for 1st salary of newly hired/reappointed employees & last salary for retired/resigned employees, reinstated employees and Summer Pay.	100 special payroll	Newly Hired=47 Last Salary=12 Summer Pay=192	5	5	5	5.00	
	PI 10. Number of Payslips prepared/generated and released	Prepares/generate Payslips of regular employees	7,500 Payslips	3804 Payslips	5	5	5	5.00	To be fully accomplished in the 2nd half
	PI 11. Percentage of PACS for ATM loading for Salaries of regular, casual/contractual employees and scholars, Honorarium, Midyear bonus, Year End, Stipend for scholars, Clothing allowance, terminal leave, PEI, Christmass bonus and other benefits. prepared, reviewed and released.	Prepares/Encode and review PACS for ATM loading for Salaries of regular employees and scholars, Year end and Cash gift bonus, PEI, CNA, SRI, Stipend for scholars, and other benefits.	100% of PACS prepared/encoded, reviewed and released.	100%	5	5	5	5.00	
	PI 12 Number of reports submitted to budget office for DBM funding	Supervise and assist in the Preparation and submission of Report for Retirement Gratuities and Terminal Pay	4	1	5	5	5	5.00	To be fully accomplished in the 2nd half
	PI 13 Number of CTO applications checked and computed	Checks/Review computed Compensatory Time Off (CTO) and countersigns CTO certificate.	10	30	5	5	5	5.00	
	PI 14 Number of proportionate vacation pay of faculty on teacher's leave computed and processed for payment	Checks/Review computed proportionate mid-term pay and countersigns mid-term pay certificates	100	192	5	5	5	5.00	
	PI 15 Number of approved requests for grant of service credits with complete supporting papers processed and encoded in the Edats	Checks/Review computed credit hrs of faculty for the purpose of granting service credits & countersigns Certificates of Service Credits	100	38	5	5	5	5.00	To be fully accomplished in the 2nd half

GASSs/PAPs	Success Indicators	Tasks Assigned	Target (Jan-Dec 2024)	Actual Accomplishment (Jan-Jun 2024)	Rating				Remarks
					Q ¹	E ²	T ³	A ⁴	
Total Over-all Rating								147.00	
FLORANTE G. DIDAL		Average Rating :		4.90	Comments & Recommendations for Development Purposes:				
		Additional Points:							
		Punctuality							
		Approved Additional points (with copy of							
		FINAL RATING		4.90					
		ADJECTIVAL RATING		Outstanding					

Evaluated & Rated by:




HONEY SOFIA V. COLIS

Director, HRMO

Date: 9/16/2024

Recommending Approval:

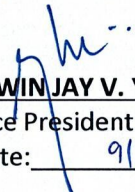


HONEY SOFIA V. COLIS

Director, HRMO

Date: 9/16/2024

Approved by:



ELWIN JAY V. YU

Vice President for Admin & Finance

Date: 9/16/2024

Legend:

1 - Quality

2 - Efficiency

3- Timeliness

4 - Average

PERFORMANCE MONITORING & COACHING JOURNAL

✓	1st	Q U A R T E R
✓	2nd	
	3rd	
	4th	

Name of Office: PLBO

Head of Office: HONEY SOFIA V. COLIS

Number of Personnel: FLORANTE G. DIDAL

Activity Monitoring	MECHANISM				Remarks
	Meeting		Memo	Others (Consultation)	
	One-on-One	Group			
Monitoring					
Discuss to address office	✓ On a regular basis when need arises	✓	✓		
Coaching	✓			✓ On a regular basis when need arises	

Note: Please indicate the date in the appropriate box when the monitoring was conducted.

Conducted by:

HONEY SOFIA V. COLIS
Immediate Supervisor

Noted by:

ELWIN JAY V. YU
Next Higher Supervisor

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: **FLORANTE G. DIDAL**

Performance Rating: January-June 2024

Aim: To make him a well-rounded H.R. personnel.

Proposed Interventions to Improve Performance:

Date: January 1, 2024 Target Date: December 31, 2024

First Step: To send him to HR Competencies training.

Result: Recommended and approved for participation
in POAP Training on HR Competencies on
Sept. 24-27, 2024

Date: _____ Target Date: _____

Outcome:

Final Step/Recommendation:

Prepared by:


HONEY SOFIA V. COLIS
Director, HRMO

Conforme:


FLORANTE G. DIDAL
Administrative Officer II



Instrument for Performance Effectiveness of Administrative Staff

Rating Period: January 1, 2024 to June 30, 2024

Name of Staff: Florante G. Didal Position: Administrative Officer II


Instruction to supervisor: Please evaluate the effectiveness of your subordinate in contributing towards attainment of the calibrated targets of your department/office/center/college/campus using the scale below. Encircle your rating.

Scale	Descriptive Rating	Qualitative Description
5	Outstanding	The performance almost always exceeds the job requirements. The staff delivers outputs which always results to best practice of the unit. He is an exceptional role model
4	Very Satisfactory	The performance meets and often exceeds the job requirements
3	Satisfactory	The performance meets job requirements
2	Fair	The performance needs some development to meet job requirements.
1	Poor	The staff fails to meet job requirements

A. Commitment (both for subordinates and supervisors)		Scale				
1.	Demonstrates sensitivity to client's needs and makes the latter's experience in transacting business with the office fulfilling and rewarding.	5	4	3	2	1
2.	Makes self-available to clients even beyond official time	5	4	3	2	1
3.	Submits urgent non-routine reports required by higher offices/agencies such as CHED, DBM, CSC, DOST, NEDA, PASUC and similar regulatory agencies within specified time by rendering overtime work even without overtime pay	5	4	3	2	1
4.	Accepts all assigned tasks as his/her share of the office targets and delivers outputs within the prescribed time.	5	4	3	2	1
5.	Commits himself/herself to help attain the targets of his/her office by assisting co-employees who fail to perform all assigned tasks	5	4	3	2	1
6.	Regularly reports to work on time, logs in upon arrival, secures pass slip when going out on personal matters and logs out upon departure from work.	5	4	3	2	1
7.	Keeps accurate records of her work which is easily retrievable when needed.	5	4	3	2	1
8.	Suggests new ways to further improve her work and the services of the office to its clients	5	4	3	2	1



9	Accepts additional tasks assigned by the head or by higher offices even if the assignment is not related to his position but critical towards the attainment of the functions of the university	5	4	3	2	1
10.	Maximizes office hours during lean periods by performing non-routine functions the outputs of which results as a best practice that further increase effectiveness of the office or satisfaction of clientele	5	4	3	2	1
11.	Accepts objective criticisms and opens to suggestions and innovations for improvement of his work accomplishment	5	4	3	2	1
12.	Willing to be trained and developed	5	4	3	2	1
Total Score		59				
B. Leadership & Management (For supervisors only to be rated by higher supervisor)		Scale				
1.	Demonstrates mastery and expertise in all areas of work to gain trust, respect and confidence from subordinates and that of higher superiors	5	4	3	2	1
2.	Visionary and creative to draw strategic and specific plans and targets of the office/department aligned to that of the overall plans of the university.	5	4	3	2	1
3.	Innovates for the purpose of improving efficiency and effectiveness of the operational processes and functions of the department/office for further satisfaction of clients.	5	4	3	2	1
4.	Accepts accountability for the overall performance and in delivering the output required of his/her unit.	5	4	3	2	1
5.	Demonstrates, teaches, monitors, coaches and motivates subordinates for their improved efficiency and effectiveness in accomplishing their assigned tasks needed for the attainment of the calibrated targets of the unit	5	4	3	2	1
Total Score		23				
Average Score		4.82				
Overall recommendation:						


HONEY SOFIA V. COLIS
 Director, HRMO

Vision: A globally competitive university for science, technology, and environmental conservation.
Mission: Development of a highly competitive human resource, cutting-edge scientific knowledge and innovative technologies for sustainable communities and environment.

Page 2 of 2

FM-HRM-26

V01 03-04-2024

No. HRM-26-2024